

# Phoenix Award

- Phoenix Award for Small Business Disaster Recovery
- Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official
- Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer

Phoenix Awards are given to those individuals (business owners, public officials, and volunteers) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster. SBA will make a selection for the Phoenix Awards at the National level.

## Phoenix Award for Small Business Disaster Recovery

### **Who is eligible to be nominated for this award?**

Any individual who owns and operates a small business or bears principal responsibility for operating a small business that suffered physical damage following a disaster during the previous fiscal year and received an SBA physical disaster loan may be nominated. Partners who jointly own and operate a small business may be nominated as a “team” so long as the number of individuals in the team nomination does not exceed four.

Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2013 or 2014 are eligible for nomination. A business that suffered losses in a disaster that occurred during fiscal year 2012 but did not receive an SBA disaster loan until fiscal year 2013 is also eligible for nomination.

### **Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one SBW 2015 award category. Individuals may self-nominate for this award.

### **Where are the nominations to be sent?**

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the SBA Disaster Field Operations Centers in the state or territory where the business is located; or
2. Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

### **What is the deadline for nominations?**

All nominations for Phoenix Awards submitted to the SBA Disaster Field Operations Centers in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than 3:00pm. ET, January 5, 2015.**

All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 5, 2015.

### **What information must the nomination package contain?**

Nominations submitted to the SBA Disaster Field Operations Centers in the state or territory where the business is located must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder.

Nominations submitted via the online nominations portal must also be typewritten and contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order if submitted via hard copy:

1. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA district offices and the online nominations portal. For "team" nominations, a background form is required for each team member;
2. If applicable, a nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed one page. The nominator's name, title, place of business, business address, telephone number and e-mail address must be included;
3. A biography of the nominee, not to exceed one page. For "team" nominations, a biography is required for each team member;
4. A business profile that includes a description of the nominee's business, how the disaster damaged the business, how the company was able to rebuild after receiving the SBA disaster loan and **information to support the evaluation/selection criteria** listed below. The nominee is encouraged to copy and paste the evaluation/selection criteria and provide supporting information directly under each topic;
5. Documentation supporting approval of the SBA disaster loan;
6. If possible, photos documenting the disaster damage and photos of the rebuilt property.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages);
8. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi; photocopies are not acceptable. For "team" nominations, a photo is required for each team member.

### **What are the evaluation/selection criteria for this award?**

Resiliency — The business successfully resumed its operations within the same geographic area

- Extent of damage — The business suffered at least 40 percent physical damage
- Staying Power — The business was able to maintain at least 90 percent of its pre-disaster employment level or has plans to rehire employees, attaining 90 percent of its pre-disaster employment level
- Contribution to the local community (e.g., the only supermarket in town, a major source of employment in the city, etc.)
- Speed of recovery
- Initiative and innovation displayed during recovery
- Efforts made by the business to protect the property from future disaster losses

**What are the selection procedures for this award?**

Following determination of eligibility by the appropriate SBA Disaster Field Operations Center, nomination packages will be forwarded to the Office of Communications and Public Liaison, Washington, D.C., for review and recommendation of national award winners. Winners will be selected by the SBA Administrator, based on the recommendations of a panel of judges comprised of federal employees. 13

## **Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official**

## **Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer**

### **Who is eligible to be nominated for this award?**

Any private-citizen volunteer or public official may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during the previous fiscal year. For purposes of this award, a public official is a person who has been elected to carry out some portion of a government's powers, whether Federal, state, or local, or a person who has been appointed to a position at the Federal, state, or local level of government. In some cities, mayors or city council members are appointed, not elected, yet those non-elected officials are also eligible. For purposes of this award, a private citizen volunteer is an individual who uses available resources to support the recovery efforts of the community. Corporate citizens are not eligible for this award.

Public officials and volunteers who suffered a physical disaster in their community during fiscal years 2013 or 2014 are eligible for nomination.

### **Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one SBW 2015 award category. Individuals may self-nominate for this award.

### **Where are the nominations to be sent?**

Nominations must be submitted:

- 1) To the SBA Disaster Field Operations Center covering the state or territory where the nominee is located; or
- 2) Via the online nominations portal on <http://awards.sba.gov>.

### **What is the deadline for nominations?**

All nominations for Phoenix Awards submitted to the SBA Disaster Field Operations Centers in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than 3:00pm ET, January 5, 2015**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 5, 2015.

### **What information must the nomination package contain?**

Nominations submitted to the SBA Disaster Field Operations Center covering the state or territory where the nominee is located must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Nominations submitted via the online nominations portal must also be typewritten and contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must

be specifically addressed. A complete nomination package will also include, in the following order if submitted via hard copy:

- 1) A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA district offices and the online nominations portal;
- 2) If applicable, a nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed one page. The nominator's name, title, place of business, business address, telephone number and e-mail address must be included;
- 3) A biography of the nominee, not to exceed one page;
- 4) A profile that includes a description of the nominee's business and/or professional occupation, how the nominee responded to the needs of the community in the aftermath of the disaster and **information to support the evaluation/selection criteria that applies to the nominee as** listed below. The nominee is encouraged to copy and paste the evaluation/selection criteria and provide supporting information directly under each topic;
- 5) Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages);
- 6) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi; photocopies are not acceptable.

#### **What are the evaluation/selection criteria for this award?**

For a public official nominee:

- 1) Took quick, proactive steps to establish calm in the aftermath of the disaster.
- 2) Functioned as an organized and focused leader, communicating effectively with local and federal emergency responders while coordinating rescue and recovery efforts.
- 3) Gave selflessly of his/her time, energy, and skills to protect and reassure the public.
- 4) Deeply involved in the long-term recovery and future disaster preparedness of the community.

For a volunteer nominee:

- 1) Took the initiative, in the face of their own losses and/or risk, to coordinate the gathering and distribution of food, water, clothing, cleaning supplies, and other survival essentials to disaster victims.
- 2) Creatively used their own resources toward providing assistance to those in need.
- 3) Reached out to local media, elected officials, and those not affected by the disaster to expand the circle of recovery support.
- 4) Selflessly, consistently and tirelessly worked to help as many disaster victims as possible to take the first steps toward rebuilding their lives.

**What are the selection procedures for this award?**

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a Public Official or Private-Citizen Volunteer categories are judged on the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities. Following determination of eligibility by the appropriate SBA Disaster Field Operations Center, nomination packages will be forwarded to the Office of Communications and Public Liaison, Washington, D.C., for review and recommendation of national award winners. Winners will be selected by the SBA Administrator, based on the recommendations of a panel of judges comprised of federal employees.